

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors, County Auditors, and Information Technology Staff

FROM: Jeff Volz, Director of Operations *JAV*

DATE: Wednesday, July 2, 2008

RE: New Sales Disclosure Online Program – Regional Training Sessions

To assist with the transition to the new sales disclosure form, the Department of Local Government Finance (DLGF) will offer six regional training sessions over the next two weeks. The sessions, which will take place in West Lafayette, Knox, Indianapolis, Fort Wayne, Hanover and Vincennes, will cover the new form and online program in more depth and include a presentation and walk-through of the online form. Please note that all sessions are open to the public, and individuals are free to attend the session that best fits their schedule, regardless of the location.

Assistant Director of Operations Tim Jorczak and a DLGF Operations Division representative will lead the training and be available throughout the day to answer any questions that may arise.

If you have any questions, please feel free to contact me via e-mail at jvolz@dlgf.in.gov, or Assistant Director of Operations Tim Jorczak at tjorczak@dlgf.in.gov.

DLGF Regional Sales Disclosure Form Training

Tues., July 8 – 9am to 3pm (EDT)
Purdue University
Stewart Center, Room 202
West Lafayette, IN 47907

Wed., July 9 – 9am to 3pm (CDT)
Knox City Hall Conference Room
101 W. Washington St.
Knox, IN 46534

Thurs., July 10 – 9am to 3pm (EDT)
Indiana Government Center South
Conference Center
302 W. Washington St.
Indianapolis, IN 46204

Fri., July 11 – 10am to 4pm (EDT)
Fort Wayne City-County Building
1 E. Main Street, Room 126
Fort Wayne, IN 46802

Mon. July 14 – 9am to 3pm (EDT)
Southwestern High School
167 S. Main Cross St.
Hanover, IN 47243

Thurs., July 17 – 10am to 4pm (EDT)
Vincennes Lincoln High School
1545 S. Hart St. Road
Vincennes, IN 47591